



**City of Copperas Cove**  
**Farmers Market 2019 Application**

Thursdays, May 2, 2019 – October 31, 2019

4:00pm – 7:00pm

City Park New Parking Lot

1206 W Ave B

The vision of the Copperas Cove Farmers Market is to bring farm fresh food and foods prepared with farm fresh ingredients to the tables of our community and those around us. Thus, promoting healthy options and bringing farmer and consumer face to face in our community.

The mission of the Copperas Cove Farmers Market is to provide a community gathering place where local farmers and entrepreneurs can sell directly to the consumer. Our goals are to improve opportunities for all in our community by promoting local economic development as well as social and community building through educational and family-friendly activities.

Please return to:

Brianna McGuine, Tourism and Information Coordinator

1206 W. Ave B

Copperas Cove, TX 76522

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*A completed application and appropriate license must be submitted and approved before applicant is eligible to sell at the Copperas Cove Farmers Market.*

# Copperas Cove Farmers Market

## Rules & Regulations 2019

### **General Vendor Guidelines**

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1. **All** products sold at Copperas Cove Farmers Market (CCFM) shall be grown or produced or created within the geographic boundaries of the State of Texas.
2. **All** products sold at the market should be of a merchantable quality.
3. Vendors are encouraged to use environmentally responsible and sustainable methods of production.
4. **All** products must be labeled as to their origination. Any that are not grown or produced by the vendor themselves must be labeled with the name and location of the source farmer or producer. A fee of \$50 will be assessed if product origination is determined to not be disclosed, or is outside the geographic boundaries outlined in item 1 of these Rules & Regulations. Said fee must be paid by the vendor prior to any future participation at CCFM.
5. Each vendor is responsible for obtaining a sales tax number, if required by the State of Texas, and collecting and paying any sales tax assessed on their product(s). The vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection. CCFM does not get involved with tax collections, audits or related activities.
6. The Market Coordinator will have final approval of all vendor participation.
7. The Market Coordinator has final authority on-site to interpret and enforce rules and regulations related to the safe and enjoyable conduct of all vendors, visitors, and employees of the market. Vendors not complying with instructions or rules of the CCFM or the Market Coordinator will be considered in material breach and default of their application, and may be asked to vacate their premises immediately without refund.
8. The Market Coordinator may, at his/her discretion, revise the CCFM Rules & Regulations 2019, and may alter operations of the market at any time.
9. Hours of operation are 4pm – 7pm each Thursday of the market season, rain or shine. The Market Coordinator may elect to close the market in the event of threatening weather. Please refer to the Special Event Weather Policy for more details.
10. Vendors are discouraged from giving produce or other items away at below-cost pricing, thus undercutting potential sales of other vendors. A range of 20% +/- store prices is suggested.
11. No vehicles may ever be driven over curbs or into grass or landscaped areas.
12. All vendors, without exception, must sign and submit a vendor application, and agree to provide all necessary documentation to Market Coordinator on or before application deadline in order to sell at the CCFM.

### **Health, Safety and Related Rules**

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1. Vendors and their employees are responsible for informing themselves about complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, and sale of their products.
2. Vendors preparing hot foods must have a City food establishment permit and be inspected and follow all the Texas Food Establishment rules. Vendors making jellies, cakes, candies, nuts, etc. must label all foods in accordance with the Cottage Act and must have a food handler card. Vendors selling eggs must have a food establishment permit and the eggs must be maintained at a temperature of 45°F or lower.
3. All foods must be properly labeled. Unlabeled packaged and/or processed foods are not allowed.
4. Vendors providing samples of their products must comply with the rules governing sampling, market sanitation, and health issues of the City of Copperas Cove Code Enforcement or other authorities, as applicable. If providing samples, you must also provide a waste basket lined with a plastic bag for sampling preparation waste and sampling distribution waste.

## **Market Conduct**

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1. All vendors and their representatives shall conduct themselves in a professional manner while at the CCFM, and in accordance with local, state, and federal laws while at CCFM. All participants of the CCFM must treat each other and customers with dignity and respect. Use of vulgar, abusive, racist, sexist, demeaning or intimidating language will not be tolerated and will be immediate grounds for dismissal from the market, and refunds will not be issued.
2. The vendor is solely responsible for the damages resulting from the sale of unsafe, unapproved or unsound goods.
3. There will be no smoking by vendors, or anyone representing the Farmers Market. Smoking will not be permitted in the designated Market spaces. Market goers are also not allowed to smoke in the market areas or around other market goers. Ordinance No. 2013-26; Sec. 8-2. SMOKING IN PUBLIC PLACES.

## **Vendor Booths**

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1. Booth setup on market day begins at 2:30 pm; breakdown begins at 7 pm and must be completed by 8 pm.
2. The CCFM Market Coordinator assigns booth spaces to vendors and will email them to the vendors the day before the market (every Wednesday) via a map.
3. All canopies and tents, on-site at CCFM during normal market hours, including setup and breakdown, are required to be sufficiently and safely weighted to the ground. Each leg must be anchored down with no less than 15 pounds. Any vendor who fails to properly weight his or her canopy, will either be asked to comply immediately, or must immediately take down and stow their canopy and sell without it, or they will not be allowed to continue selling that day. NO stakes allowed.
4. Vendors are to provide their own tables, chairs, signs, refrigeration, and storage.
5. Each vendor is strongly encouraged to prominently display a sign in their booth, identifying the farm or business name, and the location (county or city) of the farm or business. Signs are suggested to be a minimum of 11"x17". All product descriptions must be accurate and truthful.
6. Vendors shall supply all materials and containers for customer sales.
7. Trash must be placed into suitable containers and hauled off by the vendor; no trash may be left behind. Vendors must clean their space at the end of the market. A fee of \$50 will be levied against a vendor if it becomes necessary for the CCFM Market Coordinator to clean their booth area after their departure. Said fees must be paid prior to any future participation at CCF by the vendor.

## **Electricity**

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1. No electricity is provided and if required, vendors must supply their own generator. Noise must be deflected using ply wood sheets.
2. Vendors requiring generators are responsible for providing their own outdoor extension cords and mats or tape to cover all portions of the cord that lie in any walking area used by market customers.

## **Cancellations**

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1. It is requested that you inform the market coordinator as soon as you know you will not be attending a market you have indicated participating in. It is imperative to the success of the market that vendors attend as many markets as possible.